

<b>Checklist to Plan, Develop and Distribute a Fact Sheet</b>
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- ☐ Determine purpose and message of fact sheet
- ☐ Identify audience and recipients
- ☐ Determine method of distribution
  - ☐ Update contact list (if mailing)
- ☐ Develop schedule for development and distribution
- ☐ Develop outline of fact sheet
  - ☐ Coordinate with project staff
  - ☐ Collect information
  - ☐ Assemble appropriate graphics
- ☐ Write draft fact sheet. Incorporate information and graphics.
- ☐ Coordinate project staff review
- ☐ Arrange reproduction of fact sheet in appropriate quantity
- ☐ Distribute fact sheet
  - ☐ Generate mailing labels, stuff envelopes and mail **and/or**
  - ☐ Insert fact sheet in separate mailing **and/or**
  - ☐ Distribute at public meeting or availability session **and/or**
  - ☐ Hand out during door-to-door visits **and**
  - ☐ Mail to document repository(ies)
- ☐ If fact sheet contains "time-sensitive" information about field work, a comment period, release of project document or other upcoming activity, ensure distribution before the start of the activity.